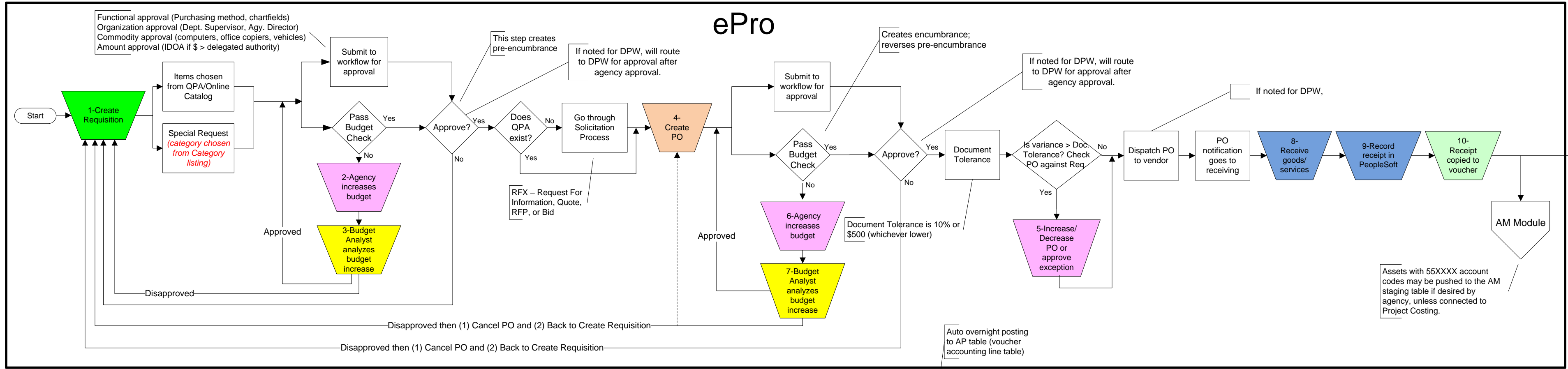
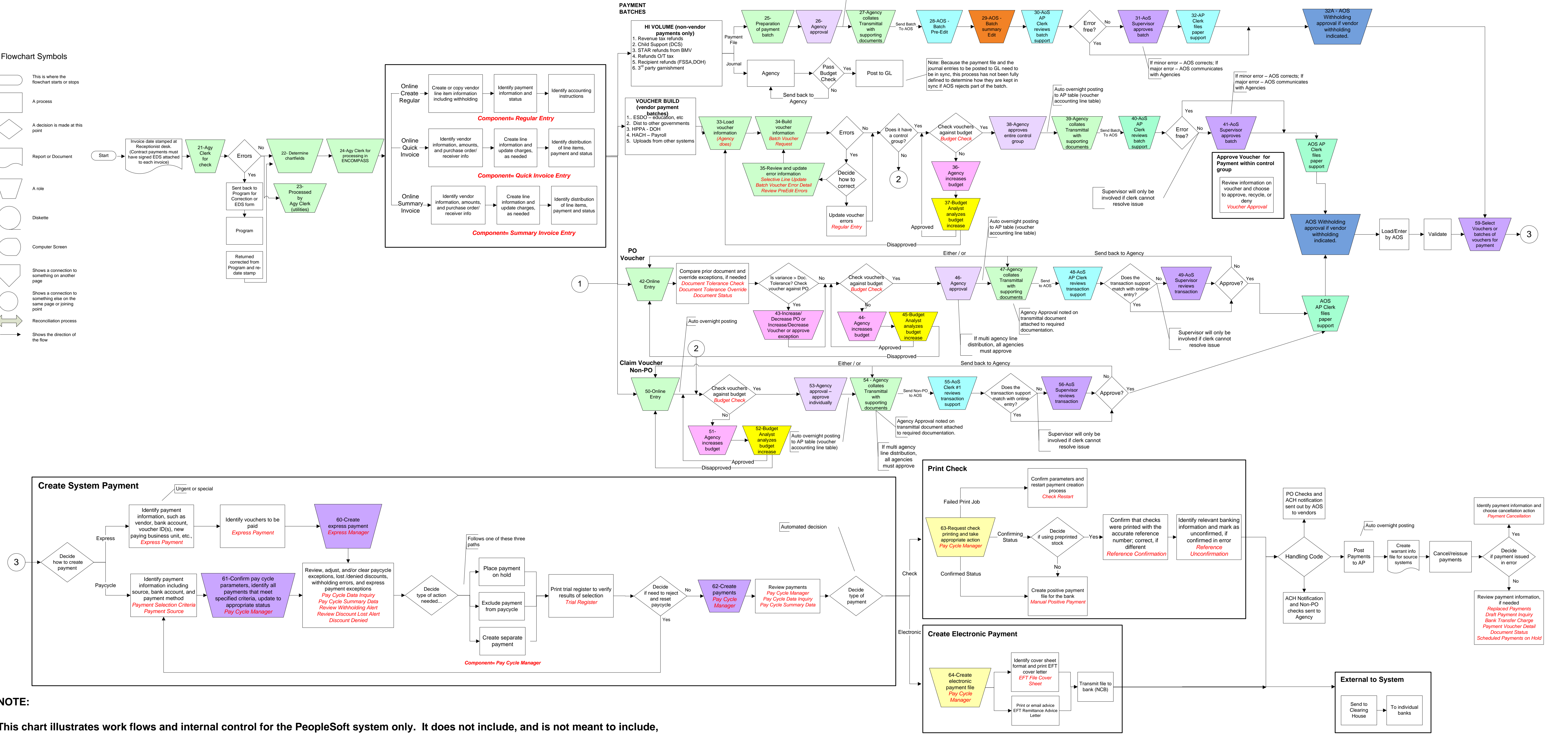
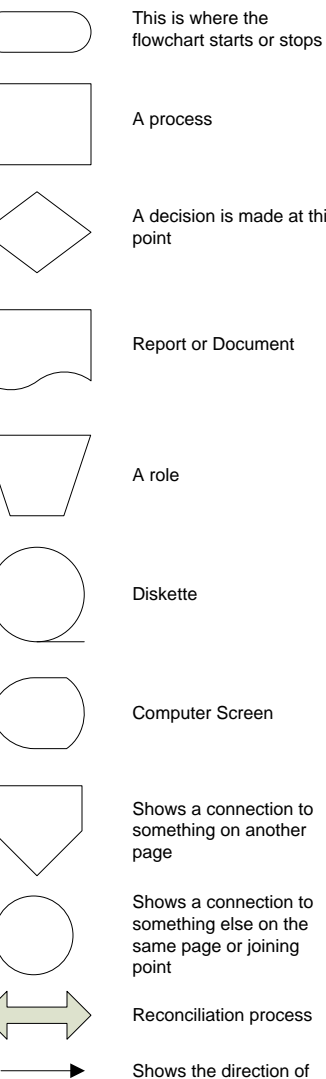


# Accounts Payable – ENCOMPASS

Update March 25, 2009



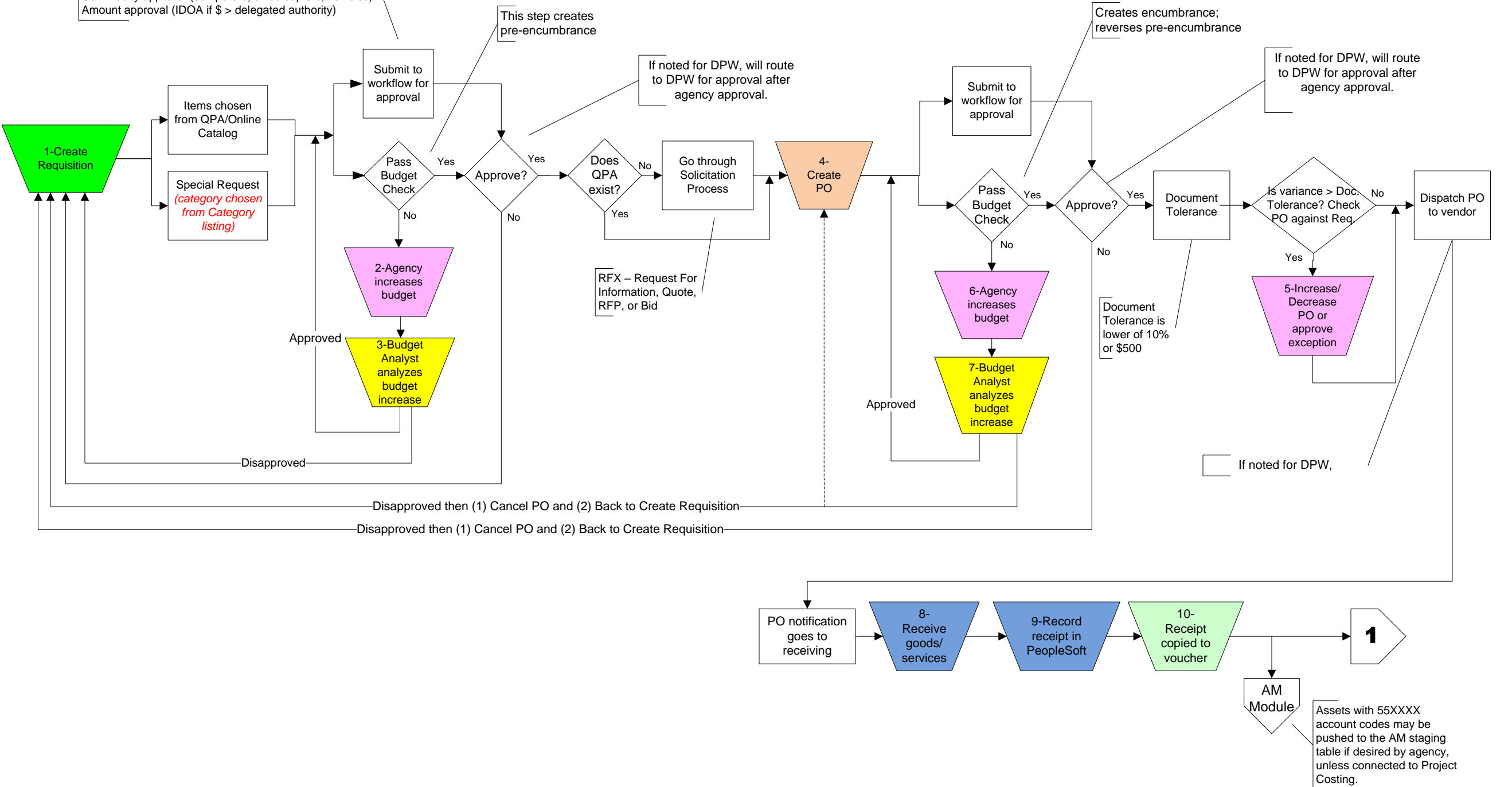
## Flowchart Symbols



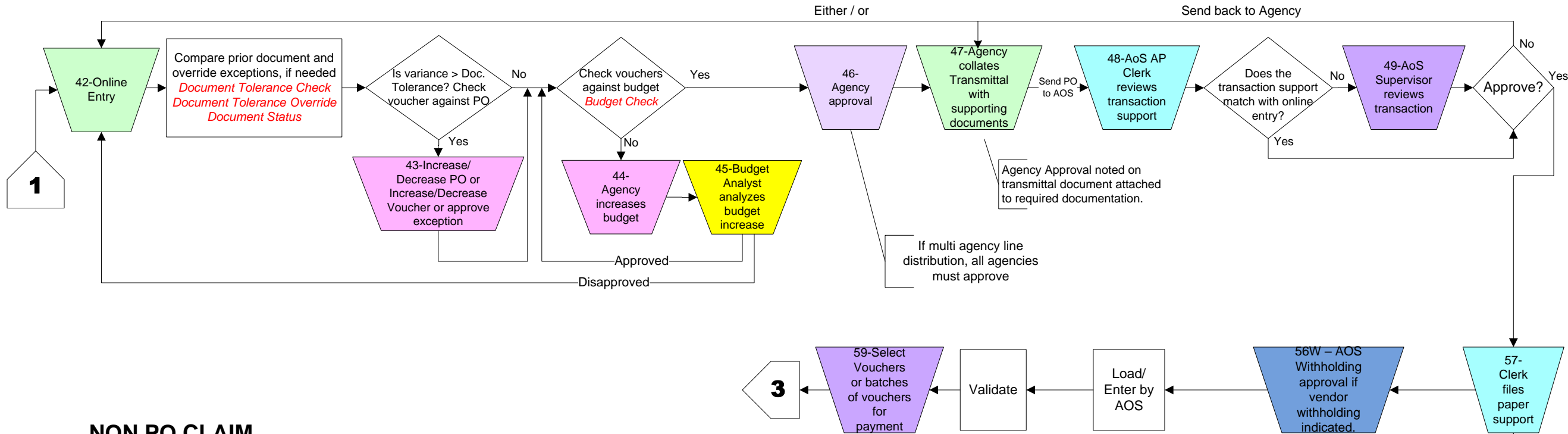
**NOTE:**

This chart illustrates work flows and internal control for the PeopleSoft system only. It does not include, and is not meant to include, critical controls for processes outside this system, which are equally important for a complete, effective internal control process.

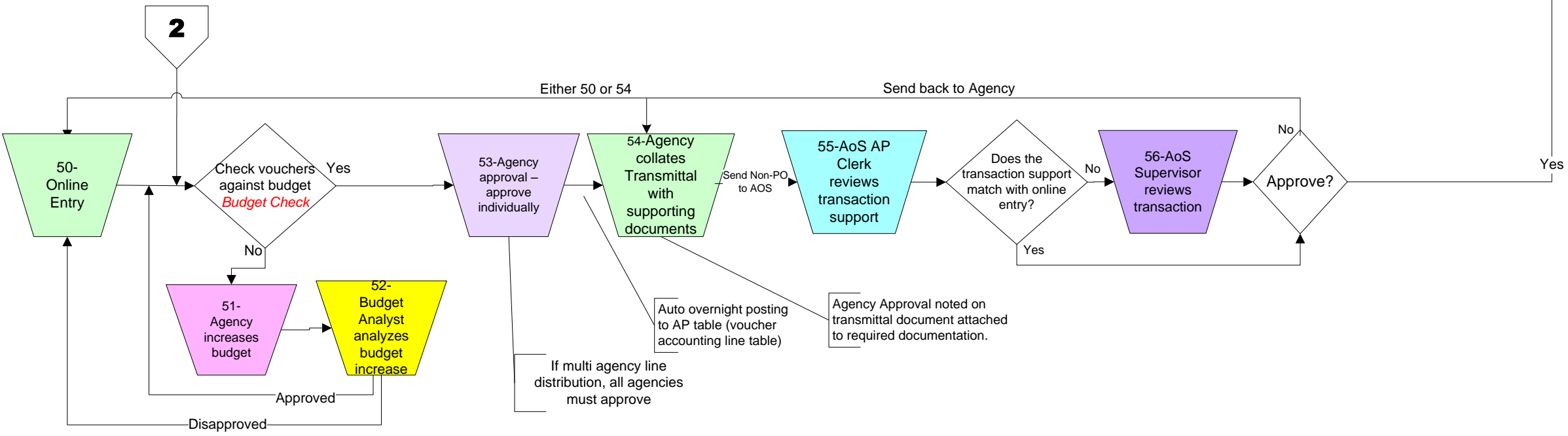
# PURCHASING E-PRO

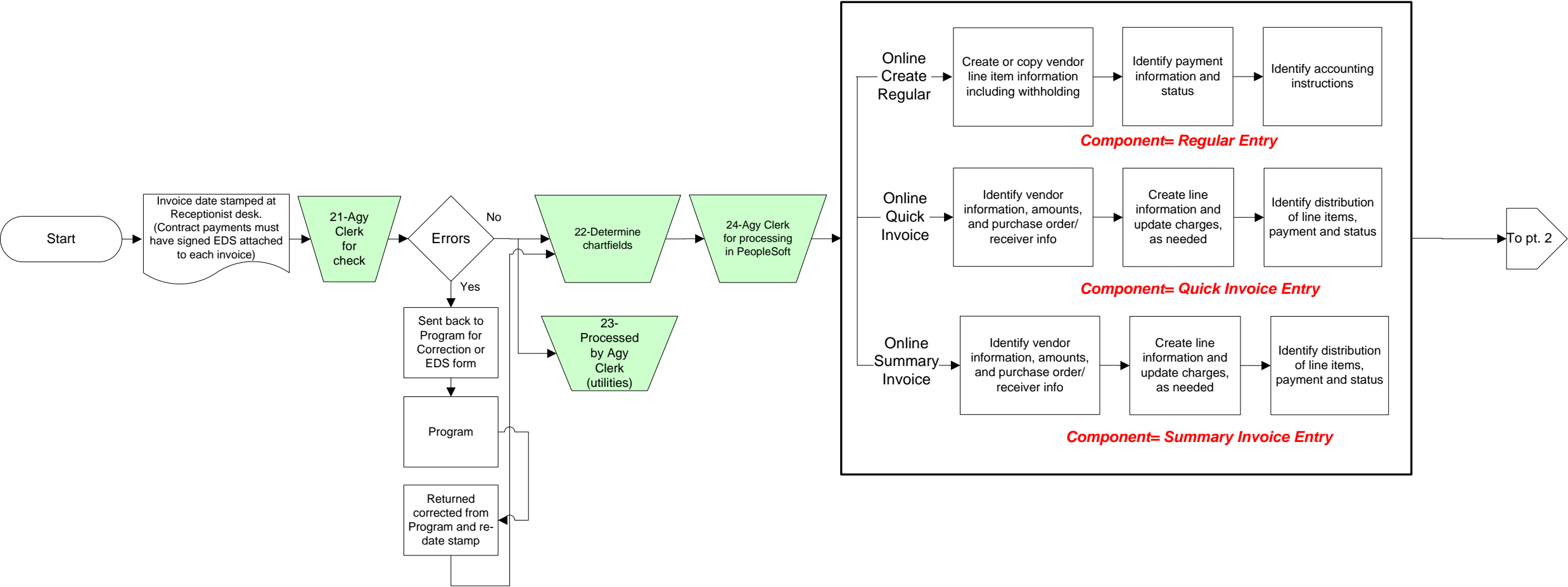


PO VOUCHER



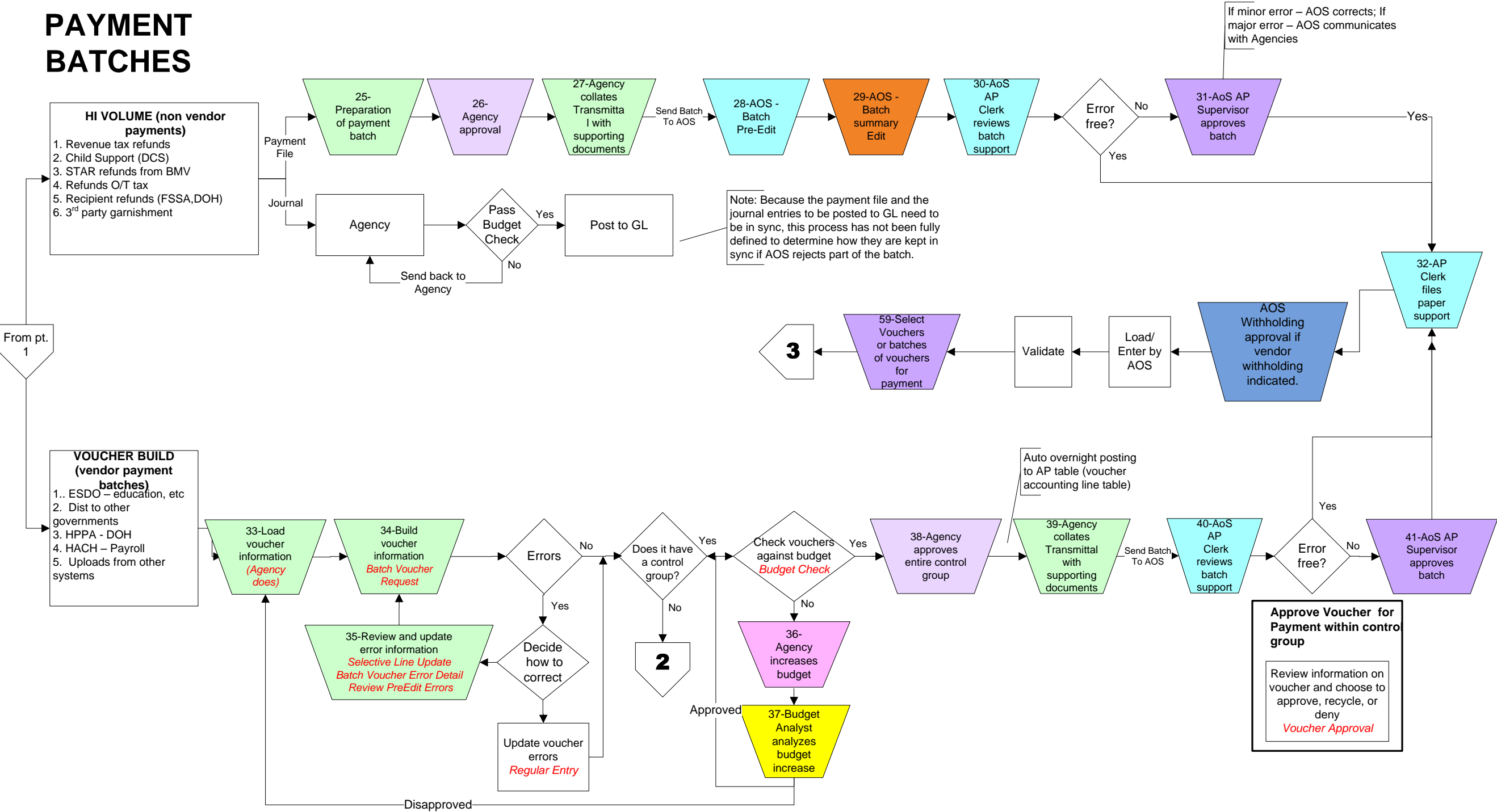
NON PO CLAIM VOUCHER



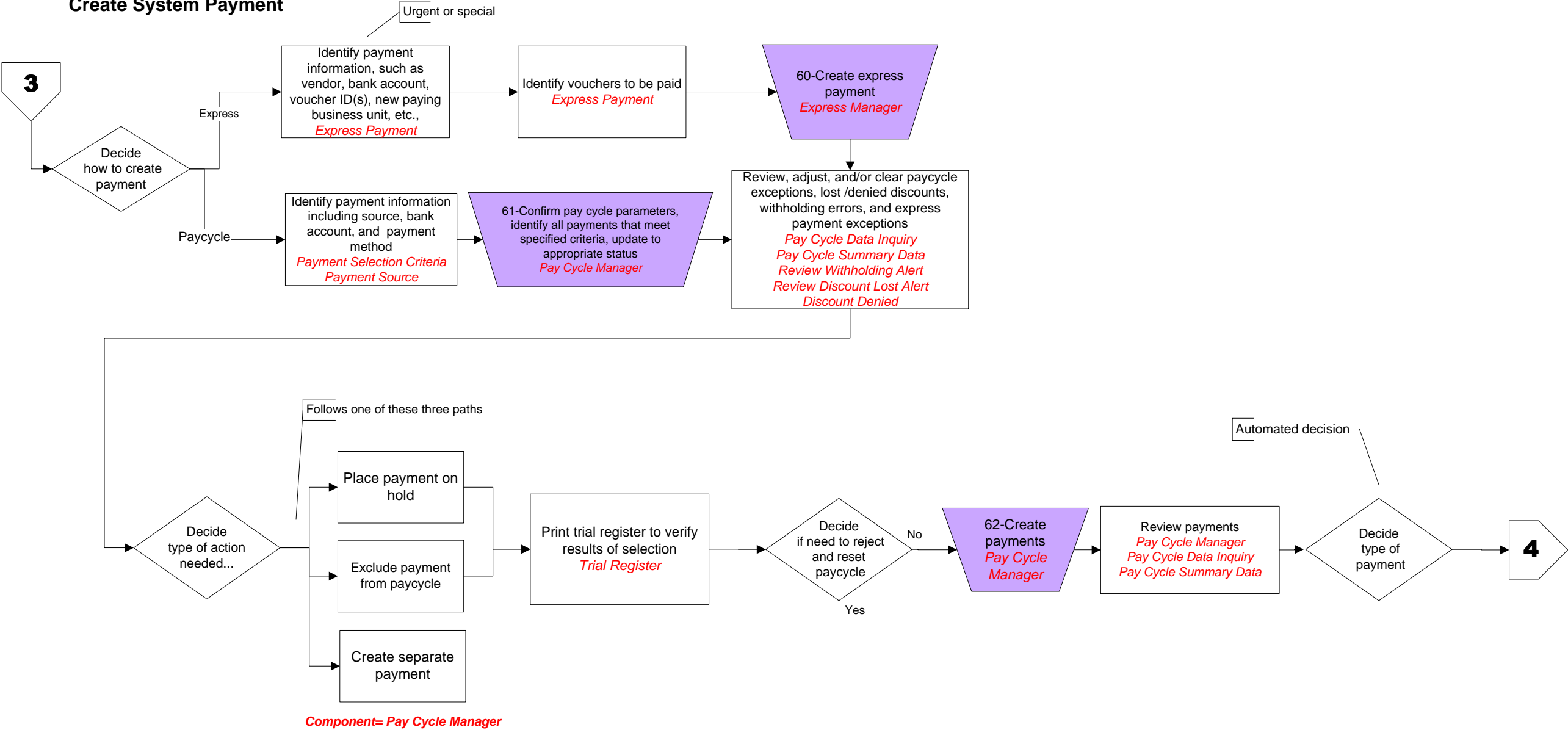




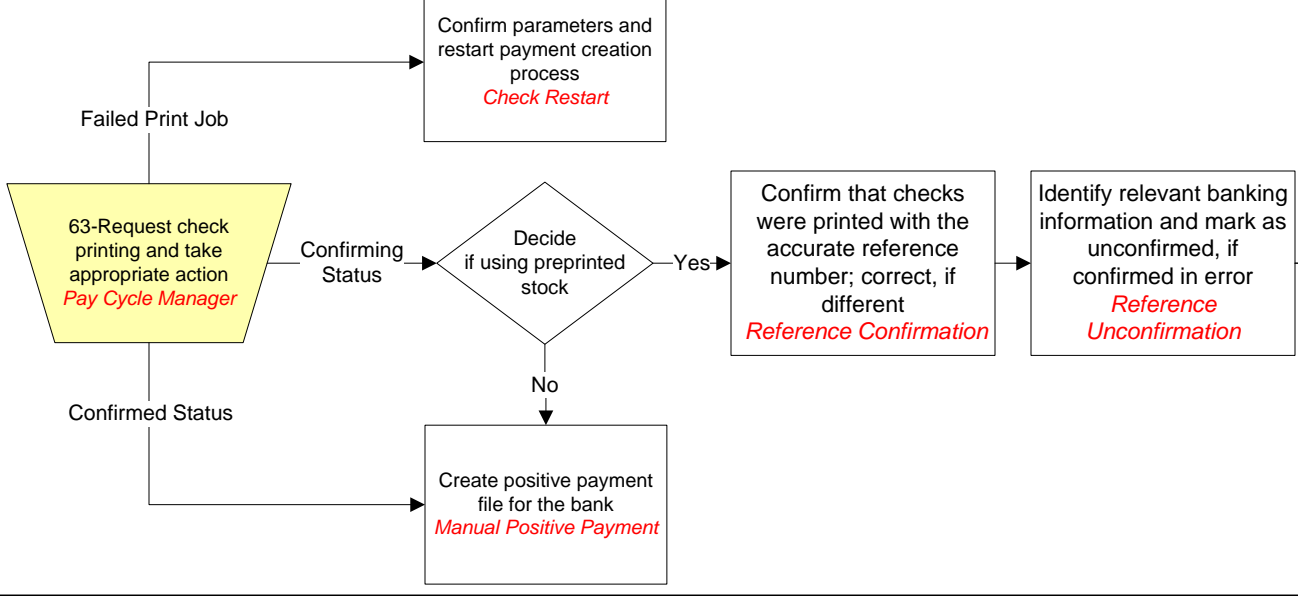
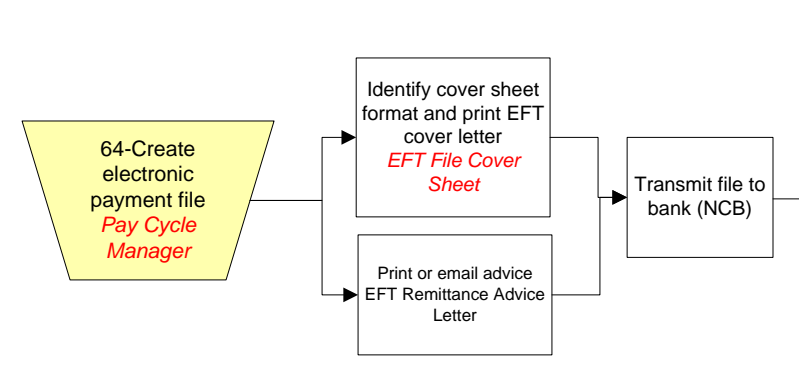
# PAYMENT BATCHES



Create System Payment



4

**Print Check****Create Electronic Payment**

PO Checks and ACH notification sent out by AOS to vendors

Handling Code

ACH Notification and Non-PO checks sent to Agency

Post Payments to AP

Auto overnight posting

Create warrant info file for source systems

Cancel/reissue payments

Identify payment information and choose cancellation action  
*Payment Cancellation*

Decide if payment issued in error

Review payment information, if needed  
*Replaced Payments*  
*Draft Payment Inquiry*  
*Bank Transfer Charge*  
*Payment Voucher Detail*  
*Document Status*  
*Scheduled Payments on Hold***External to System**